

15 November 1983

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
~~Chief~~ Chief, Plans and Programs Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL
Chief, Budget and Fiscal Branch, OL

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FROM:

Assistant Executive Officer, OL

SUBJECT:

D/L Briefing Book

1. Attached is that portion of the D/L Briefing Book concerning your Division/Staff. This includes personal biographies. It is requested that you review and update the information as appropriate. Please ensure accuracy, continuity, and clarity of format on all information.

2. Please return your updated information to me by **15 December**. If you have any questions concerning this request, please call the undersigned

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*attached draft
for your review -
Due in b/c's office -
15 Dec.*

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INFORMATION AND MANAGEMENT SUPPORT STAFF

Responsibilities (LI 1-7, LN 1-15)

The OL Information and Management Support Staff (IMSS) is responsive to and acts as an advisory body to the Director of Logistics on matters concerning OL support missions, responsibilities, and capabilities. Through reviews, surveys, evaluations, audits, analyses, monitoring, maintenance of records and statistics, and liaison with other components and with other Federal agencies, this staff provides support to the OL mission, functions, projects, and programs. It ensures that applicable policies, procedures, regulations, and statutes are established, published, and disseminated. This staff is also responsible for the management of the Data Administration Service (DAS) function--a facility that centralizes control of automated data processing applications within the Office of Logistics.

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The Chief, Information and Management Support Staff, functions as the Chairman, Headquarters Claims Review Board; Chairman, Headquarters Survey Review Board; Chairman, MLD Panel; and as the DDA representative on the CIA Emergency Planning Committee. The Chief also is the Agency representative on the Interagency Committee on Metric Policy.

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Significant Activities and Accomplishments - FY 1983

1. The Information and Management Support Staff has continued to serve as the focal point in the development of a major OL initiative--the creation of a Logistics Integrated Management System (LIMS)--an automated system that will efficiently serve OL's support mission of acquiring materiel and services for the entire Agency. The LIMS accomplishments during FY 83 include: preparation of the Request for Proposal, review of competitive bids and the selection of Booz, Allen & Hamilton, Inc., as the LIMS development contractor for this multimillion dollar effort; review of all Logistics Instructions and Supply Instructions incorporating them into LIMS requirements as appropriate; numerous reviews and refinements leading to the completion of the 1,700-page LIMS Detailed System Requirements Document; a formal review of system requirements was conducted by the development contractor and work began on the System Definition Document. The development of LIMS has now passed from the system initiation phase to the definition phase during which Booz-Allen & Hamilton will develop the preliminary design of the new system. The LIMS project is progressing smoothly and the caliber of personnel

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25X1 and quality of work demonstrated to date by Booz-Allen & Hamilton give every indication that LIMS will be successful in meeting the Office of Logistics' stated objectives and thereby enable OL to meet dynamic increased Agency requirements in a most responsive and professional manner.

25X1 2. IMSS, in addition to its active participation in the LIMS development project, prepared groundwork and plans for establishing a Data Administration Service (DAS) organization. The mission of the DAS function will be to bring the increasing plethora of OL automated data processing (ADP) applications within a formal organizational entity that: exploits computer technologies and capabilities on behalf of OL information management requirements, invokes quality assurance practices and principles, provides appropriate and timely training, and ensures the availability of ODP-furnished technical support. In addition, the DAS function will assist in the development of LIMS and facilitate its implementation. DAS will also provide a specialized career track for those OL personnel inclined towards the ADP discipline. The DAS concept was successfully developed and accepted by the close of FY 83.

25X1 3. The former Systems Analysis Branch, now a subset of DAS (Technical Group), provided significant technical support in developing and implementing the GAS Enhancements project--an Office of Finance initiative that required alterations to two OL automated systems. Working day and night, these ODP specialists achieved a 1 October deadline in bringing these enhancements successfully on-line. Late in FY 83, the senior ODP specialist assigned to this group undertook a feasibility study to determine the potential for using personal computers in the field to automate logistics records maintenance. This effort uncovered promising hardware and software for further experimentation and development.

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Headquarters Claims Review Board

1. The Headquarters Claims Review Board (HCRB) reviews and processes to adjudication all claims for loss of or damage to personal property submitted by Agency employees in accordance with the eligibility criteria stated [redacted]

Members of the HCRB include the following: Administrative Officer, DCI; Special Support Assistant to the Deputy Director for Administration; representative, Office of the Deputy Director for Intelligence; representative, Office of the Deputy Director for Operations; and, representative, Office of the Deputy Director for Science and Technology. Chief, Information and Management Support Staff (C/IMSS), is the Chairman of the HCRB, and the Claims Reviewing Officer (CRO) is a member of the IMS Staff. The CRO reviews and recommends action on claims to the HCRB. This committee reviews and adjudicates personal property claims in accordance with the enabling legislation, and consistent with Agency regulations, following precedent, guidelines, past experience, and the procedures of other government entities. Each member of this committee reflects the interest or uniqueness of his office or directorate in assisting the HCRB to identify areas of concern and the possible need for modification of policy and Agency regulations. [redacted]

2. Most claims result from loss/damage incurred during PCS movement of household effects and air freight. Major losses resulting from evacuation of a foreign country due to political unrest or hostile acts have occurred in the recent past. Other types of losses are due to theft of personal property while on TDY as well as theft of property from government-assigned quarters; damage to or loss of property in long-term storage; damage to privately owned vehicles occurring in transit, as authorized under Agency travel regulations; and, loss and destruction of property caused by fire or flood in government-assigned quarters. [redacted]

3. The CRO briefs PCS overseas and domestic departees attending the OTE Overseas Orientation Course, the Office of Communications Overseas Orientation Program [redacted] and the Field Administration Course held at the OTE [redacted]. An unclassified pamphlet entitled "Government Liability for Personal Property Claims" was prepared to better acquaint people [redacted] the claims processing procedures, maximum amount payable for a valid

* Pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964 (31-U.S.C. 3721), as amended by Public Law 97-258, 13 September 1982.

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claim, and category limits on certain items. The pamphlet is periodically updated and distributed through area support offices, Central Processing Branch, the Family and Employee Liaison Office, the claims office, and used as a handout at the above-mentioned courses. All individuals anticipating TDY or PCS assignments (overseas or domestic) are being encouraged (by Central Processing Branch, Office of Personnel) to seek guidance from the HCRB on what should be done by each individual to protect their personal property during transit or assignment.

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Goals for FY 84

1. The IMSS Data Administration Service function anticipates the coalescing of its functions and personnel so as to begin the accomplishment of 18 DAS objectives--objectives that are intended to increase OL's data processing efficiency and effectiveness. ☐

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2. The proposed use of personal computers and associated software at remote sites has become a DDA-level MBO with specific development and implementation milestones. Initially developed basic capabilities are to be tested and placed in use, followed by system enhancements and the creation of other applications, as requested by Logistics Officers in the field. ☐

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3. Complete the System Definition phase and begin the Preliminary Design phase of LIMS. Ensure appropriate level of involvement by OL personnel during design, formal reviews; and the development of test plans for LIMS. ☐

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4. OL objectives listed in the Long-Range Plan will be maintained on a current basis, incorporated in MBOs and an annual progress report prepared. ☐

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5. Obtain as much advanced notice as possible on mission support requirements through the provision of a logistical annex on all significant projects. ☐

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6. Continue as the OL focal point on audits, regulation coordination, legislation reviews, liaison with other Government entities, employee suggestions, studies, and general support to the line organization, as requested. ☐

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